



ILLINOIS DEPARTMENT OF CORRECTIONS



Coronavirus / COVID-19 Situation Report #112 June 30, 2020

Objectives

- Provide for the safety of staff, offenders and the public.
- Collect daily information to create a common operating picture of the agency.
- Update Department's Pandemic Plan to reflect Department of Health and Centers for Disease Control guidance for prevention, mitigation, and response to COVID-19 and implement as needed.
- Maintain DOC COVID-19 Critical Incident Command Post.
- Communicate timely and accurate information to staff, offenders and stakeholders.

Key Messages

- Remain calm, ensure staff, offenders, volunteers, and families feel safe.
- If you are ill, stay home. Work with your supervisor if telework is an option.
- Use normal hygiene techniques to prevent illness – handwashing, coughing into elbow, etc.
- Visit the IDPH, IDOC and CDC websites for up to date information or call the IDPH hotline 800-889-3931.

Agency Actions

The Department of Corrections has updated our comprehensive Pandemic Influenza Plan. In an effort to prevent the spread of communicable and infectious disease, this Plan provides guidance, prevention techniques, education, identification through examination of staff and offenders suspected of having a communicable disease, surveillance, immunization, treatment, follow-up, isolation and reporting. This plan also addresses medical and operational needs with comprehensive instructions and oversight for the Agency.

Via email all staff received the following: Safety Measures memo; Visitor Medical Screening Questionnaire; Medical Screening for Employees form; Medical Screening for all Intakes and Parolees Form; a detailed Guidance and Preventative Measures memo; and all offenders received a Safety Measures memo.

Executive staff received an Operations Briefing document that outlined the ICS Organizational Structure that will be followed throughout this event. This document also outlined the critical processes by Department. Critical staffing numbers were also provided as well as a listing of supplies in stock at each facility (i.e. cleaning supplies, PPE, etc.). The Agency Continuity of Operations Plan (COOP Plan) was updated and outlines the Departments succession planning.

HR is working closely with CMS to develop a work-from-home policy for those staff that can complete their assigned duties from home.

All offenders received at our Reception and Classification Centers as well as all parole violators returned to a facility will now undergo a medical screening that specifically references COVID-19 exposure. All staff that are experiencing symptoms similar to those with COVID-19 will receive a medical screening.



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Information has been placed on our website as well as social media sites advising visitors not to visit if they feel sick with a fever, cough, or are experiencing difficulty breathing—and we are encouraging friends and family that may be sick and not able to visit to keep in contact during this time utilizing video visiting, telephone calls and electronic and regular mail correspondence.

Orders have been placed for hand sanitizer for all of our facility's. This will contain alcohol. Operations has drafted guidance on the inventory and placement of this item. In addition, ICI will begin producing bars of soap and provide cases to facility's to ensure that all offenders have soap in their assigned living area.

Staffing schedules have been established for the State Emergency Operations Center upon activation.

AGENCY TIMELINE

| Date: | Sent By/ Participated | Target Group: | Activity: | Notes: |
|---------|--------------------------|--------------------------------|---|--|
| 3/4/20 | Chief Eilers | All Facilities | Contingency Plan Reviews | All facilities advised to revise Facility Strike Plans to ensure plans are in place for large staff shortages. |
| 3/10/20 | Director Jeffreys | Executive Staff and Operations | COVID-19 Planning Meeting | Discussed action steps and timelines for IDOC response to COVID-19. |
| 3/10/20 | Chief Lindsay | All Staff | Safety Measures Memo | Email |
| 3/10/20 | Chief Lindsay | All Staff | Visitors Medical Screening Form | Email |
| 3/10/20 | Chief Eilers | Executive Staff | Operational Briefing Plan | Email |
| 3/10/20 | Mike Chappell | RDC Facility Wardens | Discuss Activation of the SNS | Detailed plans have been reissued to the wardens at IDOC's designated as RDC's. |
| 3/11/20 | Chief Eilers | All Wardens | Facilities were notified to reach out to all court houses prior to court writs to check on the status of the writ and courthouse. | Records Office Supervisors will complete. |
| 3/11/20 | Chief Eilers | Medical and Executive Staff | Medical Screening for Offenders and Parolees Form. | Email |
| 3/11/20 | Chief Eilers | Medical and Executive Staff | Medical Screening for Employees Form | Email |
| 3/11/20 | Chief Eilers | All Staff | Guidance and Preventative Measures Memo | To be read in Roll Call (staff) Email (Wardens) |



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| 3/11/20 | Daily Conference Call | Affected Facility's/OHS /Operations | Influenza response at affected Facility's | Discuss number of offenders affected; the need for PPE; Protocols for response |
| 3/11/20 | Chief Brunk | IT Services | Requested a list of all laptop users. | Email |
| 3/11/20 | Chief Eilers | All Offenders | Safety Measures Memo | The memo is to be distributed throughout the facilities in areas with offender access and on the Closed-Circuit Television Channel |
| 3/11/20 | Chief Robinson | Elderly and Long-Term Care Offenders | Screening for possible early release. | Work being completed by Records Office and TCO on identifying the number of elderly offenders and long-term care offenders that could possibly receive an early release. |
| 3/11/20 | Mike Chappell | All Wardens | EOC Staffing Schedule | Email |
| 3/11/20 | Chief Eilers | All Wardens | Pandemic Plan | Distributed with instructions to review and revise current plans. |
| 3/12/20 | Mike Chappell | Executive Staff, RDC Facility Wardens and Operations Staff | Overview of SNS Plan and RDC responsibilities | Phone Conference |
| 3/12/20 | Alyssa Williams | All Offenders | IDOC statement to all offenders | Specific language to post on offender television channel. |
| 3/12/20 | Brenda Fletcher | All Staff | All in-service and meetings scheduled at Concordia are cancelled | Email |
| 3/12/20 | Alan Pasley | All Staff | All facility cycle training and Glock transition are cancelled | Email |
| 3/12/20 | Mike Chappell | IEMA | Medical and Cleaning Supplies Requested through IEMA | WEBEOC |
| 3/12/20 | Governor's Office | Director Jeffreys, Chief Lindsay, Dr. Meeks, Dr. Bowman, Dr. Conway and Chief Eilers | Tabletop Exercise | All state agency exercise discussing response scenarios to COVID-19. |
| 3/12/20 | Regional Deputy Directors | All Facilities | Call schedules if visits are suspended. | All facilities have drafted call schedules to ensure all offenders have an opportunity to stay in touch with family. |



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| 3/12/20 | Chief Brunk | Director | Video Visits | Discussed possibility of providing each offender with funds for video visits and additional phone calls. |
| 3/12/20 | TCO | All Facilities | Transfers suspended | All interagency transfers except for writs will be suspended next week. |
| 3/13/20 | Chief Eilers | All Staff | COVID-19 Update | Updates on cleaning and good health habits. |
| 3/13/20 | Chief Eilers | All Wardens | COVID-19 Operations Update | Suspension of offender visits, volunteer managed programs. Funds will be added to offender accounts for 2 phone calls 1 video visit. |
| 3/13/20 | Director Jeffreys and Chief Eilers | All Wardens and Executive Staff | Updates on Department actions in response to COVID-19 | Discussed response and action steps moving forward. |
| 3/13/20 | Chief Eilers | All Wardens | Intakes and Parole Violators | All intakes and parole violators will be quarantined for 96 hours upon receipt. |
| 3/13/20 | Chief Eilers | All Wardens, Executive Staff, Sheriff's Association | Pandemic Plan | Revised Pandemic Plan distributed to all facilities and Sheriff's Association. |
| 3/13/20 | Chief Eilers | Department Wide | COVID-19 Employee Sick Leave Guidelines and Travel Guidance. | Email memo from CMS Director and GOMB. |
| 3/13/20 | Chief Eilers | All Wardens and Executive Staff | COVID-19 Order: US District Court | Emailed General Order 20-0012 with guidance from US District Court. |
| 3/13/20 | Chief Brunk and Chief Eilers | Deputy Directors | Facility Vendor/Contractor discussion | Deputy Directors will prioritize the contractual services at their respective facilities. Also discussed vendors and the delivery of goods to our facilities. |
| 3/13/20 | Director Jeffreys, Chief Garnett, and Chief Eilers | Parole | Parole Action Steps | Phone Conference |
| 3/13/20 | Director Jeffreys, Chief Eilers, TCO Office | TCO | Inter-Agency Transfer discussion. | All interagency transfers will cease with exception of writ transfers and transfers out of R&C due to bed space issues. Proper screening protocol discussed. |
| 3/13/20 | Director Jeffreys, Chief Eilers, Bob Bowen, Sheriff's Association | County Jails | Information sharing meeting. | Phone Conference |



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| 3/13/20 | Director Jeffreys, Chief Eilers, Chief Robinson, Chief Porter, DD Hardy and ATC Supervisors | ATC | ATC Action Steps | Discussed continuing operations as normal. Identified steps that will need to be taken if residents present with flu or COVID-19. |
| 3/13/20 | Chief Eilers | East Moline ICI | Suspension of ICI Laundry Operations | Suspended laundry operations for Outside entities. |
| 3/14/20 | Chief Eilers | All Facilities | MSR/Discharge Protocol | Direction provided that all MSR/Discharge must have temperature checked prior to transport and Parole notified if parolee/discharged individual has a temperature or been in quarantine. |
| 3/14/20 | Chief Eilers | All Facilities | Employee Screening | Direction stating all employees will be temperature checked when reporting to work. |
| 3/14/20 | Chief Eilers | All Facilities | Revised Quarantine Report | Sent the new revised Quarantine Report with instructions on completing the form. Included COVID-19 information. |
| 3/15/20 | Executive Level Staff | Executive Staff | ICS Command Post Preparation | Planning discussion for the opening of the Statewide Command Post. Establishment of Command Structure, Operational Period, Objectives. Command Post will open at 7:00 am on Monday, March 16 th . |
| 3/16/20 | Executive Level Staff | Executive Staff | ICS Command Post Opened | Command Post opened by Incident Commander Director Jeffreys |
| 3/16/20 | Chief Eilers | Bob Bowen | Suspend All Jail Inspections | Chief Eilers informed Bob Bowen that all Jail Inspections have been suspended |
| 3/16/20 | Director Jeffreys | Executive Staff | ICS Command Post initial Meeting/Briefing | Telephone conference call updating Executive staff on status. Assignments to key staff were discussed. These meetings will take place daily at 9:00am and 3:00pm. |
| 3/16/20 | Chief Eilers | All Wardens and Executive Staff | Warden's update | Telephone conference call updating all Wardens as to the ongoing crisis and the measures which the Department will take to minimize its impact. |
| 3/16/20 | Director Jeffreys | Executive Staff | ICS Command post Meeting/Briefing | Telephone conference call updating Executive staff on status. Assignments to key staff were updated. The next meeting will take place daily at 9:00am tomorrow morning. |



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| 3/16/20 | Lindsey Hess | Agency Wide | COVID-19 Prevention Measures memo | Prevention measures for all staff |
| 3/16/20 | Planning Cell | Incident Command | Tactical Operations | A tactical plan was developed in response to the COVID-19 virus |
| 3/16/20 | Lindsey Hess | Agency Wide | Emergency Child Care memo | Memo addressing time off requests for childcare needs |
| 3/16/20 | Alyssa Williams | All Offenders | Preventive Measures Memo | Reminder for all Offenders for proper cleanliness Protocol |
| 3/16/20 | Planning Cell | Incident Command | Updated COOP plan | Submitted to IEMA |
| 3/16/20 | Logistics Section | All Facilities | Medical & Cleaning Supply Inventory | Spreadsheet sent to field for tracking of all medical and cleaning supply inventories |
| 3/16/20 | Lindsey Hess | Executive Staff and Incident Command | COVID-19 Call Center opened | Call center activated for all COVID-19 related questions |
| 3/16/20 | Logistics Section | ICI | Requested Inventory of all ICI products | ICI providing inventory of current products as well as anticipated manufacturing of product |
| 3/16/20 | Logistics Section | Incident Command | Identified Regional Distribution Centers | Stateville, Lincoln, Graham, Centralia, Big Muddy River |
| 3/16/20 | Doug Stephens | All Facilities (Clinical Services Staff) | EDSC Reviews | Instructed staff to review all medium's and moderates on the IPSAS for EDSC. |
| 3/16/20 | Nikki Robinson | State-Wide Command Center | Reception & Classification Protocols & Offender Releases | Memo sent out to State-Wide Command Center with Intake Protocol for R&C's & Parole violators. |
| 3/16/20 | Mike Chappell | John Eilers | COVID-19 Tactical Response Plan | Memo sent to John Eilers with the Special Operations Pandemic Plan. |
| 3/17/20 | Lindsey Hess | All Facilities | Call Center info and signage | Information on the launch of the call center and signage sent out to all facilities |
| 3/17/20 | Director Jeffreys | Executive Staff | ICS Command Post initial Meeting/Briefing | Telephone conference call updating Executive staff on status. Updates were discussed as well as daily objectives. These meetings will take place daily at 9:00am and 3:00pm. |
| 3/17/20 | Chief Robinson | All Facilities | Suspension of Cook County Writs | Denotes Cook County Criminal Division will operate on a modified basis. Request made that no IDOC offenders be transported to Leighton Criminal Court. Per Chief Judge Timothy Evans. |



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| 3/17/20 | Chief Eilers | Planning Section | Approval to request ING (Illinois National Guard) to assist with temp checks | Request will be made to IEMA for the ING to assist with temp checks at the facilities if they are available and not required elsewhere in the State. |
| 3/17/20 | Operations Section | All Facilities | COVID-19 Facility Staffing/Housing Consideration | Memo to facilities requiring daily reporting of staffing and population management. |
| 3/17/20 | Operations Section | All Facilities | COVID-19 Exposure Documentation | Spreadsheet to track specific details regarding offender and staff potential exposure to COVID-19 |
| 3/17/20 | Operations Section | Food Services Program Managers and Wardens | Dietary Master Food Inventory | Spreadsheet to track current amounts of food, scheduled delivery date(s), and 5 most critical needs of food(s) |
| 3/17/20 | Operations Section | All Facilities | Distribution Center Notification | Email sent out to all facilities listing Stateville, Lincoln, Graham, Centralia, and Big Muddy River Correctional Centers as Regional Distribution Centers during the COVID-19 crisis. |
| 3/17/20 | Jason Hall (Manager – Administrative Directive Standards) | All Facilities | Suspension of Internal Audits | Email sent out to all facilities suspending all internal audits. |
| 3/17/20 | Chief Garnett | Incident Commander | Parole Plan Approval | Notification sent out that the Parole Plan has been approved and released. |
| 3/17/20 | Chief Brunk | Incident Commander | Emergency Bread Purchase | Notification sent saying that the department is prepared to agree to an emergency 30-day contract to purchase bread from an outside vendor. |
| 3/17/20 | Mandy Page | DOC Notify | Work at home IT instructions sent out | Detailed IT instructions for those staff working at home |
| 3/17/20 | Operations Section | Wardens and Designated contacts | Regional Distribution Center email | Email sent to Wardens and designated contacts of the 5 Regional Distributions Centers |
| 3/17/20 | IDOC Exec Staff | Sheriff's Association | Phone call | Phone call with Illinois Sheriff's Association regarding IDOC's response to COVID-19 and address any concerns they may have. |
| 3/17/20 | Operations Section | All Assistant Wardens of Programs and Record Office Supervisors | Email regarding sending out writs | Email sent out informing all Record Office Supervisors that they must contact any County which they are planning on sending an offender on a Court Writ to. |



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| 3/18/20 | Director Jeffreys | Executive Staff | ICS Command Post initial Meeting/Briefing | Telephone conference call updating Executive staff on status. Updates were discussed as well as daily objectives. |
| 3/18/20 | Operations Section | All Wardens | COVID-19 Hand Sanitizer Placement | Email memo stating suggested locations for hand sanitizers in the facilities and that daily inventories must be taken. |
| 3/18/20 | Chief Williams | All Wardens | Education Schedule | Educational Facility Admins to coordinate an A/B schedule for classes. |
| 3/18/20 | Chief Williams | All Offenders | COVID-19 Preventive Measures | Memo to all Offenders discussing preventive measures in the fight against COVID-19. |
| 3/18/20 | Chief Eilers | All Wardens | Parcel and Package Deliveries | Memo to all Wardens detailing instructions for all incoming parcels/packages. |
| 3/18/20 | Chief Eilers | All Wardens | Community Group Meetings | Memo to all Wardens concerning how to proceed with group meetings. |
| 3/18/20 | Lindsey Hess | All Wardens | Roll Call PowerPoint | Email to all Wardens with a PowerPoint presentation to be played on the televisions during Roll call. |
| 3/18/20 | Chief Williams | All Offenders | COVID-19 Preventive Measures (Spanish) | Memo to all Offenders, in Spanish, discussing preventive measures in the fight against COVID-19. |
| 3/18/20 | Chief Williams | All Wardens and AWP's | Education Schedule | Educational Facility Admins to coordinate an A/B schedule for classes. Updated to include Clinical groups. |
| 3/18/20 | Lindsey Hess | All Offenders | Daily Briefing | 1 st newsletter sent to all offender GTL's. New editions will be issued 5 days a week. |
| 3/18/20 | Director Jeffreys | Executive Staff | ICS Command Post initial Meeting/Briefing | Telephone conference call updating Executive staff on status. Assignments to key staff were discussed. These meetings will take place daily at 9:00am and 3:00pm. |
| 3/19/20 | Lindsey Hess | All Wardens and Staff | Staff Wellness Support | Memo sent to all Wardens to ensure staff wellness teams are made available to staff. |
| 3/19/20 | Lindsey Hess | All Offenders | Daily Briefing | 1 st newsletter sent to all offender GTL's. New editions will be issued 5 days a week. DID NOT GO OUT |
| 3/19/20 | Alyssa Williams | All Offenders | Communication Efforts | Memo sent to all offenders to have them let their families know that they can contact the department directly by email or by calling the COVID-19 hotline. |



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| 3/19/20 | Dr. Meeks | All Wardens | Suspension of Dental Services | Memo sent to all Warden. All Dental services has been suspended. |
| 3/19/20 | Isabella DeLong | All Wardens | Pandemic Plan | Pandemic Plan was sent to all Wardens. |
| 3/20/20 | Chief Lindsey | All Wardens | Staff Schedules | Memo sent to all Wardens, gives approval to allow staff to trade or flex schedules with Wardens approval. |
| 3/20/20 | Dr. Meeks | All Wardens | Flu Directive | Memo sent to all Wardens. All offenders presenting with fever and Influenza type symptoms are to be tested for Influenza A & B. |
| 3/20/20 | Matthew Warnsing | All Offenders | GTL Informers | All Offenders. Newsletters were uploaded to GTL devices. |
| 3/20/20 | Dr. Meeks | All Wardens | Suspension of Optometry Service | Memo sent to all Warden. All Optometry services are postponed until further notice. |
| 3/20/20 | Director Jeffreys | All Staff | Administrative Quarantine | Memo sent to all staff. Instituting an Administrative Quarantine |
| 3/20/20 | Chief Williams | All Offenders | Administrative Quarantine | Memo sent to all offenders. Instituting an Administrative Quarantine |
| 3/20/20 | Dr. Meeks | Wardens, Assistant Wardens, Health Care Unit Administrators | Exposure Risk | Memo sent to all Wardens, Assistant Wardens, and Health Care Unit Administrators. Follow steps as described for risk exposure. |
| 3/20/20 | Director | All Wardens | Roll Call Suspension | Memo sent to all Wardens. Traditional roll call suspension. |
| 3/20/20 | Chief Porter | All Wardens | Incarcerated Mothers | Memo sent to all Wardens regarding continued bonding-reunification/Moms and Babies. |
| 3/20/20 | Dr.Meeks, Dr. Hinton, Dr. Puga | All Wardens, Regional Psychologist Administrators Health Care Unit Administrators | Medical and Mental Health Services During Administrative Quarantine | Memo sent to all Wardens, Reg. Psych Administrators, and HCUA's regarding Medical and Mental Health Services during administrative quarantine |
| 3/20/20 | Director Jeffreys | ATC Supervisors | Adult Transition Center Administrative Quarantine Protocols | Memo sent to all ATC Supervisors regarding ATC administrative quarantine protocols. |
| 3/20/20 | Chief Williams | All Men and Women in Custody | Administrative Quarantine- Spanish | Memo sent to all men and women in custody regarding administrative quarantine in Spanish. |



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| 3/20/20 | DD Smith | All Wardens, Assistant Wardens, Healthcare Unit Administrators | Medical Supplies | Memo sent to all Wardens , Assistant Wardens, and Health Care Unit Administrators regarding medical supplies inventoried at the beginning and end of each day. |
| 3/21/20 | Chief Lindsey | All Staff | Governor Issued Stay at Home Order | Memo sent to all staff. Governor issues a stay at home order effective 3/21/20 |
| 3/21/20 | Chief Williams | All Wardens and Assistant Wardens | Administrative Quarantine Procedure for Program Staff | Memo sent to all Wardens and Assistant Wardens. Administrative Quarantine procedures for program staff. |
| 3/21/20 | Operations | All Wardens and Assistant wardens | Offender Meals During COVID-19 Response | Memo sent to all Wardens and Assistant Warden. Offender Meals During COVID-19 Response. |
| 3/21/20 | DD Smith | Director Jeffreys | Informational Request on behalf of the Director | Memo sent to Director Jeffreys regarding generalized reports on facility operations. |
| 3/21/20 | Chief Lindsay | All IDOC Staff | COVID-19 Childcare LOA | Memo sent to all IDOC staff regarding childcare leave and insurance. |
| 3/22/20 | Dr. Hinton | All Wardens | Staggered Checks | Memo sent to all Wardens. Medical checks are to be staggered in intervals |
| 3/22/20 | Chief Jackson | Director | Request for Approval | Memo sent to Director. Request for approval for Investigations and Intel |
| 3/23/20 | Operations | All Wardens and Assistant Wardens | 72-hour DAO Hospital Checks | Memo sent to all Wardens and Assistant Wardens. 72-hour hospital checks are suspended until further notice. |
| 3/23/20 | Natalie Northern | AFSCME | Flex Time | Memo sent to AFSCME. Flex time schedules should be approved in advance. |
| 3/23/20 | DD Smith | All Wardens and Assistant Wardens | Updated daily medical and inventory sheets with instructions | Updated inventory sheets sent to all Wardens and Assistant Wardens. |
| 3/23/20 | DD Smith | All Wardens | Staggered Checks Update | Memo sent to all Wardens. Update on Medical checks are to be staggered in intervals. Include this in the unit log and crisis unit log. |
| 3/23/20 | Chief Eilers | All Wardens | Staff Entry and Exit Plan | Memo sent to all Wardens. Entry and exit plan will be modified. Effective March 24, 2020 at 7:00am |
| 3/23/20 | OHS Task Force | All Healthcare Staff | 2020 COVID-19 Pandemic - Guideline to COVID-19 Testing | Memo sent to all Healthcare staff. 2020 COVID-19 Pandemic and guideline to COVID-19 Testing. |



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| 3/23/20 | Chief Williams | All Offenders | COVID-19 Preventative Measures for Men and Women in Custody | Revised memo for men and women in custody that was previously issued on March 19, 2020. |
| 3/23/20 | Joshua Christine | All Wardens | ICI Deliveries | Email to all Wardens regarding ICI Deliveries shall be processed immediately to prevent delays. |
| 3/23/20 | Joshua Christine | All Wardens | ICI Deliveries | Email to all Wardens regarding ICI Delivery drivers shall have their temperature taken at their originating facility or first facility scheduled for delivery. |
| 3/23/20 | Kevin Ball | All Assistant Wardens, Clinical Services Supervisors, All Wardens | SA Treatment facilities group stoppage | Email to all Wardens, Assistant Wardens, and Clinical Services Supervisors regarding no more clinical substance treatment groups are to be conducted. |
| 3/23/20 | Chief Eilers | All Facilities | Intake, Parole Violators, Writs, Furlough | Revised previous direction. All intakes and parole violators must be quarantined for 14 days upon receipt. All offenders on writs/furloughs shall be temp checked upon department and upon return. They shall also wear masks. |
| 3/24/20 | Lindsey Hess | All Wardens and Assistant Wardens | GTL Free Video Visit per week. | Email sent to all Wardens and Assistant Wardens to provide GTL information on (1) free video visit up to 15 min per week guidelines. |
| 3/24/20 | Chief Garnett | All Parole Staff | Parole Contingency Plan for "Stay at Home" Order | Memo sent to all Parole staff allowing parole agents to be divided into two teams to work from home on a rotating basis. |
| 3/24/20 | DD Smith | All Wardens and Assistant Wardens | Offender Meal Plans and Facility Approved Meal Plan | Email sent to all Wardens and Assistant Wardens to provide offender meal plans and facility approved meal plan. |
| 3/24/20 | Chief Eilers | Incident Command, Director, Chief Robinson, DD Smith, DD Simmons, DD Hardy | First Response Testing | Email sent to those listed to indicate that Corrections employees are now permitted to go to first responder testing site on the NW side of Chicago. 6959 West Forest Preserve Drive |



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| 3/24/20 | Lindsey Hess | Intranet | FAQ's | Email that the FAQ's were added to the Intranet. https://www2.illinois.gov/idoc/facilities/Pages/Covid19Response.aspx |
| 3/24/20 | DD Smith | All Wardens, Assistant Wardens | Cleaning Schedules | Email with attachments for Cleaning Logs. |
| 3/24/20 | Operations Sections | All Warden & Executive Staff | Emergency Supply Pick-up at Lincoln ICI Warehouse | Email notification sent out for facilities to send staff members to pick up cases of PPE masks and disposable gowns |
| 3/24/20 | Lindsey Hess | All Wardens & Executive Staff | Free GTL Offender Flyer | Email notification sent out for men and women in custody receive free services being provided by GTL |
| 3/24/20 | Lindsey Hess | Incident Command, Executive Staff | Offender Newsletter | Email notification with attachment of offender newsletter. |
| 3/24/20 | Lindsey Hess | All Wardens | Preventative Measures for Men and Women | Revised memorandum for Spanish speaking. |
| 3/24/20 | DOC Notify | All Staff | Emergency Child Care Resources | Email regarding notification of emergency child care for communities and providers due to child care being closed. |
| 3/25/20 | Chief Eilers | All Wardens | Staff Entry and Exit Plan (REVISED) | Revised memorandum for staff entry and exit plan. |
| 3/25/20 | Chief Fanning | All Wardens | Instructions for employees who test positive for COVID-19 or are exposed to the virus | Email sent to all Wardens with instructions for employees who test positive for COVID-19 or are exposed to the virus. |
| 3/25/20 | Operations Section | All Wardens | Outside Hospital duty staff – PPE. | Email notification to ensure all outside hospital duty officers/staff are wearing masks and gloves at all times |
| 3/25/20 | Operations Section | All Wardens | Facility Working Group | Instruction to each facility to develop a working group/“ think tank” to meet each morning and each afternoon. The Union should be represented on this committee. |



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| 3/25/20 | Operations Section | All Wardens and HCUA's | Facility Medical Task Force | Each facility was instructed to form a Medical Task Force with representatives from Security, Medical, Mental Health and Programs. Were advised to develop areas for Isolation/Quarantine, Staging and High Risk. Ensure inventory of PPE. |
| 3/25/20 | Lindsey Hess | All Wardens | JHA Memo | Distributed memo from JHA to be placed on offender television channel and distributed to the population. |
| 3/25/20 | Lindsey Hess | All Staff | Confirmed COVID-19 Cases | Memo to staff advising of COVID-19 cases in IDOC. |
| 3/25/20 | Lindsey Hess | All Offenders | Confirmed COVID-19 Cases | Memo to staff advising of COVID-19 cases in IDOC. |
| 3/25/20 | Chief Eilers | Wardens, OHS, Parole | COVID-19 Reporting of Positive Cases | Direction provided to ensure all positive staff and offender COVID tests are reported immediately to Incident Command. |
| 3/25/20 | Lindsey Hess | All Offenders | Informer Newsletter | Created by Kewanee residents for offenders. |
| 3/25/20 | Chief Williams | Men and Women in Custody | Confirmed COVID-19 Cases | Memo to all men and women in custody regarding first confirmed cases of COVID-19 within the facilities. |
| 3/26/20 | Office of Health Services | All Wardens | Isolation/Quarantine and PPE Guidance | Memo to Wardens to see attached procedure for isolation and quarantine of suspected COVID-19 cases for men and women in our custody |
| 3/26/20 | Director | All Staff | Staff Wellness and Safety | Memo sent to all staff; it is imperative staff monitor their own wellbeing on and off duty. |
| 3/26/20 | Dr. Melvin Hinton | All Offenders | Coping with the Stress of COVID-19 | Memo sent to all offenders with direction on how to cope with the stress of COVID-19 |
| 3/26/20 | Dr. Melvin Hinton | All Offenders | Coping with the Stress of COVID-19 | Memo sent to all offenders with direction on how to cope with the stress of COVID-19 (Spanish Version) |
| 3/26/20 | Lindsey Hess | Agency Wide | COVID-19 Testing for Staff | List of (4) COVID-19 testing sites for staff. |
| 3/27/20 | Chief Fanning | All Wardens | Authorization to disclose COVID-19 Diagnosis | Email with revised instructions for employees who test positive for COVID-19 or are exposed to the virus. |
| 3/27/20 | Office of Health Services | All Wardens | Determining Proper Employee PPE | Memo to all Wardens with procedure that outlines the proper use of Personal Protective Equipment. |



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| 3/27/20 | Lindsey Hess | All Offenders | Informer Newsletter | Created by Kewanee residents for offenders. |
| 3/27/20 | Lindsey Hess | All Staff | PPE Signage | Flyers sent to all Wardens for donning and doffing PPE. |
| 3/27/20 | Lindsey Hess | All Offenders | Meditation E-Book | Created by a Kewanee Psychologist and uploaded to GTL. |
| 3/28/20 | Chief Eilers | Parole | Offender Transports-IDOC Warrants | Direction provided for picking up offenders with IDOC Warrants. |
| 3/28/20 | Chief Eilers | Agency Wide | COVID-19 Reporting of Positive Cases | Reminder-Direction provided to ensure all positive staff and offender COVID tests are reported by phone immediately to Incident Command. |
| 3/28/20 | Warrant Officers | Chief Garnett | Offender Transports | Memo sent to all Warrant Officers regarding picking up offenders under the supervision of the Parole Division that have a Warrant. |
| 3/28/20 | All Wardens | Chief Eilers | COVID-19 Incident Report | Email to all Wardens regarding instructions for reporting a positive COVID-19 case. |
| 3/29/20 | Operations Section | All Facilities | Revised Quarantine Report | Provided revised quarantine report and instructions for completion to facility Wardens. |
| 3/29/20 | Operations Section | All Facilities | Additional Bed Space | Sent out direction to provide numbers of beds that can be placed in gyms, chapels and classrooms if additional space is needed. |
| 3/29/20 | Operations Section | Incident Command | Stateville Incident Command Opened | Contact information and staffing information provided. |
| 3/29/20 | PIO | Menard | Communication to Menard staff on COVID response. | Provided memos to staff at Menard in response to a positive test of a staff member. |
| 3/29/20 | Medical Section | Stateville and Menard | Assessment of provider and nursing staff | Will assist in future staffing needs. |
| 3/30/20 | Chief Garnett | All Parole Staff | Safety Measures for Parole Staff | Work from home contingency plan that goes into effect on April 1, 2020. |
| 3/30/20 | Lindsey Hess | All Offenders | Informer Newsletter | Created by Kewanee residents for offenders. |
| 3/31/20 | Dr. Hinton | All Staff | Coping with the Stress of COVID-19 | Memo sent to all staff with steps on how to cope with stress pertaining to COVID-19 |
| 3/31/20 | Lindsey Hess | All Offenders | Informer Newsletter | Created by Kewanee residents for offenders. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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|---------|---------------------------|------------------------------|---|--|
| 3/31/20 | Mike McFadden | Training Coordinators | The Respiratory Fit Test Summary | Documents regarding conducting a fit test for the N95 Respirator Mask. |
| 3/31/20 | Chief Eilers | Agency Wide | Staff PPE Requirement | Direction requiring the issuance of PPE to all staff upon arrival to work. |
| 3/31/20 | Operations Section | All Facilities | Administrative Quarantine Plan | Sent the revised Administrative Quarantine Plan to all Wardens. |
| 3/31/20 | Chief Eilers | All Facilities | COVID-19 Response: Moving of Offender Mattresses and Clothing | Guidance provided for the proper moving of mattresses and property of offenders that have been exposed to or are COVID positive. |
| 4/1/20 | Dr. Bowman | All facilities | Directive to Suspend Non-Urgent Medical Furloughs | Medical furloughs are suspended until May 1. |
| 4/1/20 | Lindsey Hess | All Offenders | Daily Informer | Created by Kewanee offenders |
| 4/1/20 | Chief Eilers | All Facilities | Hand Sanitizer Placement | Revised guidance on the issuance and control of hand sanitizer. |
| 4/1/20 | Office of Health Services | All Facilities | Proper Use of Gloves | Memo outlining the proper use of gloves. |
| 4/1/20 | Chief Lindsay | Deputy Directors and Wardens | AFSCME MOU- Vacations | Memo MOU regarding employee vacation time during the COVID-19 response. |
| 4/2/20 | Chief Eilers | All Staff | Revised Recommendations for all Employees | Memo Revised recommendations provided based on the latest clinical evidence about coronavirus (COVID-19). |
| 4/2/20 | Chief Eilers | All Staff | Revised PPE Requirement for all staff | Memo Updated guidance provided in regards to staff PPE. |
| 4/2/20 | Chief Williams | All Offenders | COVID-19 Update for Men and Women in Custody | Memo for all offenders to be posted in common areas and the offender television channel. |
| 4/2/20 | Chief Eilers | All Staff | PPE Precautions for Med. Furlough and Writs (REVISED) | Memo Revised guidance on PPE required for med furloughs, writs and outside hospital to include proper cleaning of equipment. |
| 4/2/20 | DD Mandy Page | All Staff | Families First Coronavirus Response Act | Memo Outlines the FFCRA and poster for FFCRA. |
| 4/2/20 | Chief Eilers | All Staff | Text Messaging System | Memo Department will have the ability to share important COVID-19 related information that staff will receive directly on their cell phones. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 4/2/20 | DOC Notify | All Staff | Financial Resilience and Pandemic Coping Tips | Email Distributed to all staff with information on protecting their health and wellbeing during the COVID-19 pandemic. |
| 4/3/20 | Lindsey Hess | All Offenders | Daily Informer | Created by Kewanee Offenders |
| 4/3/20 | Natalie Northern | All Staff | Light Duty MOU | Memo sent that parties agree to extend the 90 limitation. |
| 4/3/20 | Natalie Northern | All Staff | Flex Time | Memo sent that parties agree to remove and previously agreed upon limitation regarding number of non-security employees who can flex time. |
| 4/3/20 | Chief Williams | All Offenders | COVID-19 Update for Men and Women in Custody (Spanish) | Memo for all offenders to be posted in common areas and the offender television channel. (Spanish). |
| 4/3/20 | Chief Eilers | All Wardens | Tent Placement Recommendations | Memo sent to all Wardens with examples of how to utilize the tents. |
| 4/3/20 | Ryan Nottingham | All Wardens | PREA Predator/Vulnerable Screenings | Memo sent to all Wardens on delay of PREA screenings. |
| 4/3/20 | Office of Health Services | Regional Directors, Medical Directors, Physicians and Advanced Practice Level Providers | Suspension of use of CPAP and Nebulizers | Direction to immediately suspend the use of CPAP in all patients that have been isolated or tested for COVID or are known COVID positive patients, either symptomatic or asymptomatic. Direction to immediately suspend the use of all nebulizer treatments until further notice. |
| 4/4/20 | Director Jeffreys | Population Management Task Force | Review Guidance of Population Management | Review current process flowcharts for ED and EDSC. Recommendation for improved process to maximize results. |
| 4/4/20 | Director Jeffreys | Sheridan, Menard, PNK, NL ATC, Cross Roads ATC, JTC, Kewanee, Logan, Graham, Danville | Quality Assurance and Control of ICS structure at facilities that have positive case of COVID-19. | Follow up communication needed for the expectation for command centers and information needed to monitor the objectives. |
| 4/6/20 | All Staff | Doctors Bowman and Puga | Protecting Your Family from COVID-19 | Memo sent to all staff with steps you can take when returning home from work that can help mitigate the risk of COVID-19. |
| 4/6/20 | Lindsey Hess | All Offenders | Daily Informer | Created by Kewanee offenders |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 4/6/20 | Dr. Conway | Agency Wide | Guidelines for Extending the Use of PPE | Employer recommendations for of N95. Also provided direction for DIY masks. |
| 4/7/20 | Lindsey Hess | All Offenders | Daily Informer | Created by Kewanee offenders |
| 4/7/20 | Chief Lindsey | Director | Statewide County Turnaround and TOT Process | Memo sent to the Director, discussing the process during the COVID-19 crisis, to ensure that men and women do not remain in confinement longer than necessary. |
| 4/7/20 | Chief Eilers | All Wardens | COVID Positive Employees Returning to Work | Email sent to all Wardens about what information needs to be provided to Tonya Hedges so she can submit to CMS. |
| 4/8/20 | Lindsey Hess | Agency wide | Link to kudoboard | Email to encourage staff to post video, photo or message of encouragement. https://www.kudoboard.com/boards/IT5FyHfN |
| 4/8/20 | Chief Robinson | Wardens; Assistant Wardens of Programs; Clinical Services Supervisor; Record Office Supervisor | COVID_19 Interim Guidance of the Population Management Task Force | Memo provided overview of population management strategies. Attachments include EDSC Process; ED Process Map; ED/EDSC FAQ |
| 4/8/20 | Lindsey Hess | All Offenders | Daily Informer | Created by Kewanee offenders |
| 4/8/20 | Chief Chaplin & Chief Williams | All Facility Chaplains | Ramadan during Administrative Quarantine | Memo provided guidelines for Ramadan during Administrative Quarantine. |
| 4/9/20 | Josh Christine | All Wardens | Updated Daily Medical and Chemical Inventory Sheets | Email sent to all Wardens with newly updated daily medical and chemical inventory sheets, with instructions, effective 4/10/20. |
| 4/9/20 | DD Mandy Page | All Staff | Cancellation of Benefit Time during the COVID-19 crisis | Memo sent to all staff concerning cancellation of Benefit Time during the COVID-19 crisis. |
| 4/9/20 | Lindsey Hess | Media Coordinators | COVID-19 Phone Tree | Email sent to all Media Coordinators on how to develop a phone tree flow chart. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 4/9/20 | Dr. Hinton | All Staff | Managing Feelings of Being Out of Control | Memo sent to all staff with suggestions to restore our sense of balance and enhance our feelings of control. |
| 4/9/20 | Chief Eilers | All Wardens | Hydrogen Peroxide for cleaning and sanitizing | Memo sent about the effectiveness of Hydrogen Peroxide and the proper use. |
| 4/9/20 | Chief Eilers | All Wardens | Hydrogen Peroxide for cleaning and sanitizing Revised | Revised Memo sent about the effectiveness of Hydrogen Peroxide and the proper use. |
| 4/9/20 | Chief Eilers | All Wardens, HCUA's, OHS, Business Administrators | COVID-19 Medical Supplies and PPE | Memo Clarification on the proper method to request medical supplies and PPE. |
| 4/10/20 | Policy and Directives | All Staff | Department Rules Memorandum | Email sent to all staff 20 Ill. Adm. Code 107.210 has been revised by emergency amendment to expand the criteria under which the Director may award earned discretionary sentencing credit to offenders to reduce the population of IDOC facilities |
| 4/10/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders |
| 4/11/20 | Chief Eilers | All Wardens, HCU's, Health Care Staff | Guidance for Selection of Offender Care Areas in IDOC Facilities | Memo sent to assist operations and health care staff in drafting a plan to best utilize the variety of existing spaces in IDOC facilities. |
| 4/11/20 | Dr. Puga | All Wardens, Deputy Directors, OHS Regional Coordinators | COVID-19 Employee Exposure Risk Assessment Guide | Memo for hotline guidelines at Office of Correctional Medicine - SIU School of Medicine to handle calls to address staff concerns regarding exposure. |
| 4/11/20 | Dr. Bowman and Chief Eilers | All Wardens, HCUA's, and DON's. | COVID-19 Offender Cell Moves/Restrictive Housing Placements | Memo requiring the coordination between Facility Wardens and HCUA's/DON's prior to any cell move or placement in restrictive housing. |
| 4/11/20 | Chief Eilers | All Wardens | Quarantine/Isolation/COVID Reporting | Email direction to ensure proper reporting of data. |
| 4/12/20 | Chief Eilers | Stateville, Hill, Sheridan, Logan, and Pontiac | Quality Control of Facility ICS Structure | Telephone Follow-up conducted quality control with facilities that currently have their Command Posts operational. |
| 4/13/20 | Chief Eilers | All Staff | COVID-19 Effective Communication | Memo pertaining to how staff should effectively communicate with offenders. |
| 4/13/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders |



ILLINOIS DEPARTMENT OF CORRECTIONS



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|---------|----------------|--|--|--|
| 4/13/20 | Chief Eilers | All Staff | COVID-19 General Cleaning | Memo reiterating importance of cleaning all frequently touched surfaces regularly and all phones between each use. |
| 4/13/20 | Chief Eilers | Agency Wide | COVID-19 Guidance for the Use of Masks by the General Public | Guidance provided by the Governors Office and IDPH on April 8 th . |
| 4/14/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders |
| 4/14/20 | Chief Eilers | Command Post/Alternate Care Site Working Group | Hospitals utilized by each Facility. | Revised listing of hospitals that are utilized by each facility. |
| 4/15/20 | Chief Eilers | All Wardens | Operations Bulletin | Email bulletin sent as a reminder to always remain vigilant of your surroundings as you commute to and from the workplace and while working at the facility. |
| 4/15/20 | DD Smith | All Wardens | COVID-19 Recovery | Email to notify when COVID positive staff have returned to work or offenders back to general population. |
| 4/15/20 | DD Smith | All Wardens | COVID-19 Facility OT Expenses | Email with instructions and fillable spreadsheet to document COVID related expenses since 3/1/20 |
| 4/15/20 | DD Smith | All Wardens | Attorney Calls | Email to remind that attorney calls must continue. |
| 4/15/20 | Chief Brunk | All Wardens and Business Administrators | PPE Donations and Vendor Inquiries | Email sent to inform that all donation and vendor inquiries should be emailed to doc.purchasing@illinois.gov |
| 4/15/20 | DD Smith | All Wardens | Reminder: Gym – Weightroom | Email with reminder that all gyms/weightrooms are to be closed |
| 4/15/20 | Chief Williams | All Wardens | Poetry and Art Contests | Email regarding efforts to conduct a poetry and art contest. |
| 4/15/20 | Lindsey Hess | All Wardens | John Howard Association Survey | Memo regarding a COVID-19 survey being conducted by the John Howard Association |
| 4/15/20 | Lindsey Hess | All Wardens & HCUA | COVID-19 Procedure for Rapid Testing - REVISED | Memo and corresponding documents regarding COVID-19 rapid testing. REVISED |
| 4/15/20 | Chief Lindsay | Agency Wide | COVID-19 and Health Insurance | Health Insurance Contact information and FAQ. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 4/15/20 | DD Mandy Page | Personnel Liasions, Wardens | FFCRA Eligibility | Email Families First Corona Virus Response. |
| 4/15/20 | Lindsey Hess | All Wardens | GTL Flyer | Email Free Services Offered by GTL for offenders. |
| 4/16/20 | Chief Eilers | Wardens and Business Administrators | COVID-19 Personal Services Costs-Facility Breakdowns | Memo provided spreadsheet to facilities to assist them in tracking all personal services costs related to COVID-19. |
| 4/17/20 | Lindsey Hess | All Staff | Exercise During COVID-19 Pandemic | Memo regarding exercise during the COVID-19 pandemic. |
| 4/17/20 | Chief Williams | All Offenders | Exercise During COVID-19 Pandemic | Memo regarding exercise During COVID-19 Pandemic. |
| 4/17/20 | Janel L. Forde CMS | All Staff | CMS Benefits' Update on Benefit Choice and Response to COVID-19 | Memo with 2 attachments regarding CMS Benefits Update. |
| 4/17/20 | Chief Eilers | All Wardens | COVID-19 Audio/Visual Access in Restrictive Housing Units | Memo allowing offenders in restrictive housing units to receive audio and visual access via day room and on galleries. |
| 4/17/20 | Chief Eilers | All Wardens | COVID-19 Supplemental Medical Just in Time Training | Memo with directions to provide manual of supplemental medical staffing by other entities. |
| 4/17/20 | Office of Health Services | All Offenders | COVID-19 Proper Handwashing Technique | Memo and directons on how to protect yourself and help stop the spread of the coronavirus. |
| 4/17/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 4/20/20 | Lindsey Hess | All Wardens and HCUA's | Daily COVID-19 Tracking Sheet | Distributed REVISED daily tracking sheet for all COVID-19. |
| 4/20/20 | DD Mandy Page | All Staff | Employees Seeking Modified Work and Alternative Work Assignments | Guidelines for requesting modified or alternative work assignments. |
| 4/20/20 | Chief Eilers and Dr. Conway | All Staff and Offenders | DIY Mask Issuance and Cleaning Protocol | Instructions provided for the issuance and cleaning for staff and offender DIY masks. |
| 4/21/20 | Dr. Conway | All Wardens & HCUA's | COVID-19 Guidelines for CPAP and Nebulizer Use | Memo on the changes to the use of CPAP machines and Nebulizers. |
| 4/21/20 | Dr. Bowman | All Wardens & HCUA's | COVID-19 Testing Guidelines | Revised guidance for the use of the Abbott testing machines as well as the method for transporting tests to UIC and the Carle Clinic. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 4/22/20 | LaMenta Conway, Deputy Chief of Health Services | All Staff | COVID-19 Guidelines and Indications for Use of Alternative Replacement Gowns | Memo sent to all staff regarding guidelines and indications for use of alternative replacement gowns. |
| 4/23/20 | Office of Health Services | All Staff | COVID-19 recommendations for IDOC Employees | Recommendations based on the latest clinical evidence. |
| 4/23/20 | Office of Health Services | All Wardens & HCUA's | COVID-19 Testing Plan | Document outlines the procedure for testing, laboratory sites, transport of specimens and test results |
| 4/24/20 | Office of Health Services | All Wardens & HCUA's | Revised COVID-19 Testing Plan | Document outlines the procedure for testing, laboratory sites, transport of specimens and test results |
| 4/24/20 | Office of Health Services | All Staff | IDPH COVID-19 Testing Guidance | Memo COVID-19 testing is available for all staff who work in correctional facilities. See attached flyer |
| 4/24/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 4/26/20 | Chief Eilers | All Staff | COVID 19- Considerations for Healthcare Providers in ANY Healthcare Setting | Guidance sent out today by the Illinois Department of Public Health regarding "How to leave COVID-19 behind when you come home". |
| 4/27/20 | Chief Eilers | All Wardens | COVID-19 On/Off-Duty Situational Awareness and Staff Safety | Memo pertaining to On/Off-Duty Situational Awareness and Staff Safety |
| 4/27/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 4/27/20 | Chief Lindsey | All Staff | COVID-19 MOUs | Memo Updated COVID-19 Memorandums of Understanding between the Illinois Department of Corrections and AFSCME Council 31 |
| 4/28/20 | Chief Williams | All wardens and HCUA | Medical Furlough Release Criteria and Screening Documents | Memo with documentation on screening those with limited physical mobility issues and/or terminal illnesses for medical furlough during the COVID-19 Pandemic. |
| 4/28/20 | Chief Eilers | All Facilities | COVID-19 Response: 10x10 Negative Pressure Tents | Memo pertaining to negative pressure tents |
| 4/28/20 | Dr. Conway | All Staff and Offenders | COVID-19 Guidelines for Masking of Offenders | Guidelines and protocol for distribution and use of masks by the offender population. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 4/30/20 | Dr. Bowman | All Wardens and Healthcare Administrators | Suspension of Non-Emergent Medical Furloughs | Memo pertaining to the suspension of non-emergent furloughs. |
| 4/30/20 | Office of Health Services | All Wardens and Healthcare Administrators | Addendum to COVID-19 Testing Plan | Addendum memo to further clarify the specimen transport process to Carle for lab testing. |
| 4/30/20 | Dr. Bowman | All Wardens and Healthcare Administrators | Revised COVID-19 Screening Symptoms | Revised memo pertaining to IDOC utilizing revised symptom definitions for COVID-19. |
| 4/30/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/1/20 | Chief Eilers | All Wardens | COVID-19 Medical Pod Distribution | Memo pertaining to instructions on picking up new isolation tents |
| 5/1/20 | Dr. Sharon Shipinski | All Staff | John Howard Association Staff Survey | Staff Survey |
| 5/4/20 | Chief Williams | All Offenders | COVID-19 Update for Men and Women in Custody | Memo providing information about COVID 19 to offenders |
| 5/4/20 | Chief Williams | All Offenders | Spanish COVID-19 Update for Men and Women in Custody | Memo providing information about COVID 19 to offenders (Spanish). |
| 5/4/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/4/20 | Chief Eilers | All Wardens | Revised CMS COVID-19 Incident Report | Sent revised COVID-19 Incident Report to all facilities to start using effective immediately. |
| 5/4/20 | Chief Eilers | All Staff | COVID-19 Surface Cleaning and Disinfection | Re-issued documentation stressing the importance of deep cleaning and surface cleaning daily. |
| 5/5/20 | Lindsey Hess | All Wardens | Social Distancing and Bed Position | Memo and documents regarding social distancing and bed position. |
| 5/5/20 | Joshua Christine | All Wardens | Updated Daily Medical and Chemical Inventory | Documentation on Daily Medical and Chemical Inventory Updated and Revised Guideline for Masking of Offenders. |
| 5/5/20 | Office of Health Services | All Wardens and HCUA | Isolation Pod Directions | Memo for preferred usage of the Isolation Pods. |
| 5/5/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/6/20 | James Deen | All Facilities | COVID-19 Offender Goody Bags | Distributed memo regarding receipt and issuance of offender goody bags. |
| 5/6/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 5/7/20 | Dr. Hinton | Dr. Catherine Larry, Warden | Elgin Treatment Center Patient Movement Protocol | Memo providing information to Elgin Treatment Center for following protocol to meet treatment needs while being mindful of safety needs. |
| 5/7/20 | Dr. Bowman | All Wardens | COVID-19 Offender Hospital Returns | Memo pertaining to clarifying the proper process for offenders returning to the facility from a hospital stay. |
| 5/7/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/8/20 | Dr. Conway and Chief Eilers | All Staff | Revised Guidelines for use of Masks by Offenders and Staff | Memo providing guidelines on use of masks and DIY masks for offenders and staff. |
| 5/8/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/9/20 | Dr. Conway and Chief Eilers | All Wardens | Revised COVID-19 Response: Offender Face Mask Collection and Distribution | Revised Memo providing information on procedures for collecting used masks and distributing new masks. |
| 5/9/20 | Chief Eilers | All Wardens | Medical Quarantine Plan | Email direction provided to facility to utilize Medical Quarantine Plan in lieu of Lockdown status, as approved by OHS. |
| 5/11/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/12/20 | Dr. Bowman | All Wardens and HCUA | Ultrasound during COVID-19 | Memo diagnostic testing in the form of on-site ultrasonography, shall continue on site. |
| 5/12/20 | Dr. Bowman | All wardens and HCUA | Medical Quarantine Plan | Memo stating upon notification of positive COVID-19 test results, facilities will be moved to Medical Quarantine status. |
| 5/12/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/13/20 | Office of Health Services | All wardens and HCUA | Gown Redistribution | Memo on redistribution of Gowns. The process to assist in preserving PPE. |
| 5/13/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/13/20 | Dr. Conway and Chief Eilers | All Staff | Revised Guidelines for use of Masks by Offenders and Staff – Resent previous memo that was sent on May 8 th . | Reiterated memo emphasizing the importance that staff are issued and wear surgical masks in lieu of DIY masks. |
| 5/13/20 | Dr. Bowman & Dr. Conway | All Wardens | Reusable meal trays | Memo with guidelines on using reusable meal trays in lieu of styrofoam trays. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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|---------|---------------------------|--|--|---|
| 5/14/20 | Chief Eilers | All Wardens | John Howard Association Questionnaire | Email providing information regarding questionnaire from the John Howard Association. |
| 5/15/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/15/20 | Office of Health Services | All Wardens and Healthcare Unit Administrators | Updated COVID-19 Tracking Sheet | Memo explaining the updates on the COVID-19 tracking sheet. |
| 5/18/20 | Chief Eilers | All Executive Staff, Deputy Directors, Office of Health Services, Wardens, Operations Center | Demobilization Plan – Statewide Command Post Moving to 5-Day Schedule | Memo with issuance of Statewide Command Post closure on weekends with modifications to open facility command posts. |
| 5/18/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/19/20 | Chief Eilers | All Wardens | Sandbagging During the COVID-19 Pandemic | Memo due to the flooding, Illinois Department of Corrections is being tasked with the filling of sandbags for the purpose of protecting critical infrastructure. |
| 5/19/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/19/20 | Chief Eilers | All Staff | Revised Guidelines for use of Masks by Offenders and Staff – Resent previous memo that was sent on May 8 th . | Reiterated memo emphasizing the importance that staff are issued and wear surgical masks in lieu of DIY masks. |
| 5/19/20 | Chief Eilers | All Wardens | COVID-19 Supplemental Medical Just-in-Time Training | Training manual for supplemental medical (non-military) staff. |
| 5/19/20 | Dr. Bowman | All Facilities | COVID-19 Revised Employee-Visitor Screening Form | Revised Employee Screening form regarding the updated screening criteria for entry to IDOC facilities. Changes include expanded symptoms, removal of travel questions, and follow-up instructions consistent with previous IDOC employee instructions |
| 5/20/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/21/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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| 5/21/20 | Chief Williams | All Men and Women in Custody | COVID-19 Update | Memo stating IDOC's commitment to providing information and transparency regarding the Department's COVID-19 response. |
| 5/22/20 | Chief Williams | All Men and Women in Custody | Spanish COVID-19 Update | Memo stating IDOC's commitment to providing information and transparency regarding the Department's COVID-19 response. (Spanish) |
| 5/22/20 | Chief Lindsay | All Wardens, Parole | County Warrant Pickup Protocol | Memo stating protocol for county warrant pickup |
| 5/22/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/22/20 | Mandy Page | All Staff | Brand New MCAP/DCAP Updates and BC Reminder | FY20 and FY 21 MCAP and DCAP Updates due to new IRS Guidelines. |
| 5/26/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/27/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/27/20 | Chief Eilers | Wardens | MOU Extensions | Memorandum of understanding extension regarding temporary reassignment of staff and offenders from work camps and boot camps to their parent facility. |
| 5/28/20 | Chief Lindsey | All Wardens, Parole | County Warrant Pickup Protocol | Revised Memo stating protocol for county warrant pickup |
| 5/28/20 | Chief Eilers | Stateville, Sheridan, Hill, OHS | COVID-19 Supplemental Nursing Staff | Memo regarding supplemental nursing staff. |
| 5/28/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 5/29/20 | Chief Lindsay | All Staff | Return to Work | Memo regarding returning to work for employees who are working from home or on call at home. No date set. |
| 5/29/20 | Chief Lindsay | All Staff | Extension MOU's | Memo extending the MOU's for Flex Time, Safety Officer, Day Trade and Light Duty until July 31, 2020. |
| 5/29/20 | Chief Bowman | Wardens and HCUA's | Non-Emergent Medical Furloughs | Memo regarding resumption of non-emergent Medical Furloughs. No date set. |
| 5/29/20 | Mike Chappell | Sheridan, Hill and Stateville Wardens | Supplemental Nursing Listing | Email providing the list of supplemental nursing staff and the Supplemental Medical (non-Military) Just in Time Training that will be used during orientation. |



ILLINOIS DEPARTMENT OF CORRECTIONS



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|---------|-------------------------|---------------------------------------|---|---|
| 6/1/20 | Mike Chappell | Sheridan, Hill and Stateville Wardens | Supplemental Medical Support | Updated list of nurses that will be reporting to the respective facilities tomorrow. |
| 6/2/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/2/20 | Chief Eilers | All Facilities | COVID-19 Free Message Voucher Notice | Notice advising that GTL will no longer be providing the free message vouchers moving forward. |
| 6/3/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/4/20 | Lindsey Hess | Agency Wide | Community Based Testing Sites | Email advising that the State of Illinois is opening its community-based testing sites to anyone to get tested, regardless of symptoms or other criteria. |
| 6/4/20 | Lindsey Hess | All Offenders | Director letter | Memo from the Director to the men & women in custody. |
| 6/5/20 | Dr. Bowman | All Facilities and HCUA's | COVID-19 Resumption of Medical Care in Facility HCU's | Memo regarding the resumption of medical care in Health Care Units. |
| 6/5/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/8/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/9/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/9/20 | Chief Williams | All Offenders | COVID-19 update | Memo providing COVID-19 updates to offenders. |
| 6/9/20 | Chief Williams | All Offenders | COVID-19 update Spanish | Memo providing COVID-19 updates to offenders-Spanish version |
| 6/10/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/11/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/11/20 | Chief Williams | All Offenders | In cell yoga techniques | Memo providing yoga poses to perform within the cell for exercise. |
| 6/12/20 | Dr. Bowman | All Wardens & HCUA | Resumption of Non-emergent Medical Furloughs | Memo Non-Emergent Medical Furloughs may resume on June 15, 2020. |
| 6/12/20 | John Howard Association | All Wardens | IDOC Coronavirus Survey Flyer | Flyer from John Howard Association for offender survey. |
| 6/12/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/15/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/16/20 | Chief Eilers | All Staff | COVID-19 Update | Memo providing COVID-19 updates to staff. |
| 6/16/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/17/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |



ILLINOIS DEPARTMENT OF CORRECTIONS



| | | | | |
|---------|---------------------------|-------------------------------------|---|--|
| 6/17/20 | Chief Eilers | All Wardens | Trades Union Memos | Sample emails/letters that were sent out to facilities regarding the masking of staff covered by the Trades Union. |
| 6/17/20 | Chief Eilers | Agency Wide | First Responder Wellness Webinar | Webinar to help understand models for mental health and learn wellness strategies |
| 6/17/20 | Chief Lindsay | Agency Wide | COVID 19 Return to Work Accommodation Guidance | Memo providing guidance for staff returning to work that are at risk. Form provided to request a modified work or alternative work assignment. |
| 6/18/20 | Chief Williams | All Offenders | Yoga Techniques – Beginner Level, Class 2 | Memo providing yoga poses to perform within the cell for exercise. |
| 6/18/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/18/20 | DD Page | Supervisory Staff | Return to Work Plan for Supervisors | FAQ for Supervisors regarding return to work plans. |
| 6/18/20 | Lindsey Hess | All Facilities and Department Heads | COVID 19 Signage | Email requesting Department Heads to provide the numbers of posters needed for their respective work locations. |
| 6/19/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/22/20 | Chief Eilers | Agency Wide | IDPH: First Responder Wellness Webinar Slides and Recording Link | Powerpoint, flyer, and recording link for First Responder Wellness webinar that was conducted last week. |
| 6/23/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/24/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/25/20 | Chief Williams | All Offenders | Yoga Techniques – Beginner Level, Class 3 | Memo providing yoga poses to perform within the cell for exercise. |
| 6/25/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/25/20 | Office of Health Services | All Facilities | Revised PPE Precautions for Medical Furloughs and Writs for Offenders testing negative for COVID-19 | Memo providing revised guidelines for transporting offenders on writs/furloughs. |
| 6/29/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |
| 6/29/20 | Lindsey Hess | All Wardens | COVID-19 Signage | Email sent to all Wardens concerning limited signage at the moment. |
| 6/30/20 | Lindsey Hess | All Offenders | Daily Informer | Prepared by Kewanee offenders. |



ILLINOIS DEPARTMENT OF CORRECTIONS



| FACILITY | OVERALL STAFF + | STAFF RECOVERED | STAFF CURRENT + | OVERALL OFFENDER + | OFFENDER RECOVERED | OFFENDER CURRENT + | PASSED AWAY |
|----------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|-----------------------|----------------|
| SHERIDAN | 8 | 8 | 0 | 18 | 18 | 0 | 0 |
| STATEVILLE * | 79 | 76 | 3 | 191 | 175 | 16 | 12 |
| STA NRC | 38 | 34 | 4 | 1 | 1 | 0 | 0 |
| N LAWNSDALE | 4 | 4 | 0 | 5 | 5 | 0 | 0 |
| CROSSROADS | 1 | 1 | 0 | 3 | 3 | 0 | 0 |
| JTC | 16 | 7 | 9 | 0 | 0 | 0 | 0 |
| MENARD | 2 | 2 | 0 | 0 | 0 | 0 | 0 |
| KEWANEE | 3 | 2 | 1 | 0 | 0 | 0 | 0 |
| LOGAN | 4 | 4 | 0 | 1 | 1 | 0 | 0 |
| FVATC | 7 | 7 | 0 | 4 | 4 | 0 | 0 |
| GRAHAM | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| DANVILLE | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| PONTIAC | 8 | 6 | 2 | 6 | 6 | 0 | 1 |
| HILL | 2 | 2 | 0 | 16 | 15 | 1 | 0 |
| PAROLE | 2 | 2 | 0 | 0 | 0 | 0 | 0 |
| GENERAL OFFICE | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| SOUTHWESTERN | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| JACKSONVILLE | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| WESTERN | 3 | 1 | 2 | 0 | 0 | 0 | 0 |
| ELGIN | 5 | 5 | 0 | 0 | 0 | 0 | 0 |
| EAST MOLINE* | 5 | 3 | 2 | 71 | 7 | 64 | 0 |
| DIXON | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| PEORIA ATC* | 3 | 0 | 3 | 7 | 5 | 2 | 0 |
| VIENNA | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| | OVERALL STAFF + | STAFF RECOVERED | STAFF CURRENT + | OVERALL OFFENDER + | OFFENDER RECOVERED | OFFENDER CURRENT + | PASSED AWAY |
| TOTAL | 197 | 170 | 27 | 323 | 240 | 83 | 13 |

* INDICATES FACILITY COMMAND POST OPEN